Date of receipt:       Reference no:

**NOTE! Please write clearly in block letters!**

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| Last name and first name | | Personal identity number |
| Telephone | E-mail address (for your KI student account) | |
| Study programme: | | |

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| --- |
| I am applying for continuation of my studies after leave of absence as of:  Autumn term       Spring term  Start date of leave of absence: |
| State the reasons for the application and support for these. For examples of special grounds, see the fact sheet. (Attach certificate). |
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| **For resumption of studies, reporting should be done on the form**  **“Reporting resumption of studies”**  For information on leave from studies, refer to UHRFS 2013:3  The report should be sent through e-mail or post to the study adviser on the study programme no later than:  **15 May** (15 April for students in the Study Programme in Medicine and the Study Programme in Midwifery) for the autumn term.  **15 November** (15 October for students in the Study Programme in Midwifery) for the spring term.  You can find the e-mail address and address on the programme's website. |
|  |
| Date and signature |

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| **DECISION**  The application is approved up to and including term  The application is rejected as special grounds do not exist to continue the studies after the leave of absence.  Decision-maker:       Date:  All entry requirements for admission to the term in which you will resume studies should be met. |

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| **Appeals**  In accordance with Chapter 7, § 33 of the Higher Education Ordinance (1993:100), you can appeal rejection of the application for continuing your studies after leave from studies to the Higher Education Appeals Board. The appeal should be in writing and be addressed to the Higher Education Appeals Board. In the appeal you should state the decision being appealed and the change to the decision you are requesting. The letter should be received by Karolinska Institutet, Registrator, 171 77 Stockholm within three weeks of you receiving the decision. For appeals Karolinska Institutet will reconsider the decision in your favour or Karolinska Institutet will uphold its previous decision. If Karolinska Institutet upholds the appealed decision, Karolinska Institutet will refer the appeal further to the Higher Education Appeals Board. |

**Approved leave from studies**If there are special grounds, a higher education institution may decide in individual cases that students admitted to first or second-cycle studies at the higher education institution may continue their studies after an approved leave of absence. The provisions on leave from studies are contained in Chapter 7, § 33 of the Higher Education Ordinance (1993:100). Approved leave from studies refers to leave which has been been reported to the higher education institution by the student.

**Special grounds**Special grounds may be social, medical or
  
other special circumstances such as care of children, illness, national service or civil service or student union assignments. Special grounds may also be limited-term trial employment under Section 12 of the Act
  
(2012:332) on Certain Defence Employment or Service in National Defence for those
  
employed as periodically active group commanding officers, soldiers or seamen under this act, refer to UHRFS 2013:3. It should be possible to document the special grounds with certificates. If you have been approved leave from studies, this means that you may continue your studies after the leave of absence. The entitlement to continue your studies after the approved leave from studies only applies for the date of resumption the decision relates to. A decision on being able to continue studies after approved leave from studies can be taken for maximum two (2) terms.

**Extension of leave from studies**  
If you want to continue your leave from studies after the approved duration, you must submit a new application for continuing the studies after leave of absence.

**Unapproved leave from studies**You can choose to take leave from studies based on reasons other than those stated above, for example, research, other studies or work (you have not been approved to continue your studies after the leave from studies) . After such a leave from studies, you may continue your studies provided that there is a place available for you. If you choose to take leave from studies without special grounds, this will be noted as an administrative discontinuation in the study documentation Ladok. You have the opportunity to resume studies provided that a place is available on the course. Information concerning reporting of resumption of studies is contained below on this fact sheet.  
Please contact the programme's study adviser in the event of any questions.

**Application for continuing the studies after leave from studies**The application should be submitted in writing on the form “Application for continuing studies after leave from studies.” It is advisable that you contact the study adviser in the programme before the application for continuing your studies after leave from studies. Submit your application no later than 15 May for the autumn term (15 April for the Study Programme in Medicine and the Study Programme in Midwifery) and no later than 15 November for the spring term (15 October for the Study Programme in Midwifery). For further information, contact the programme's study adviser.

**Reporting resumption of studies**In order to resume your studies, you need to report resumption of studies after leave from studies. You can do this in writing on the form “Reporting resumption of studies.” The application should be sent to the study adviser in the programme no later than 15 May for the autumn term (15 April for the Study Programme in Medicine and the Study Programme in Midwifery) and no later than 15 November for the spring term (15 October for the Study Programme in Midwifery).

You should report resumption of studies at the latest by the afore-mentioned dates. Applications which are sent after the afore-mentioned deadlines may result in your application not being processed before the term starts. If you report resumption of studies after the period for the approved decision has elapsed, you may continue your studies provided that there is a place available for you.

**Failure to submit application for leave from studies regarded as discontinuance**If you take leave from studies without reporting this in writing to Karolinska Institutet or if after a leave of absence you do not report resumption of studies, this is regarded as a discontinuation. Resumption of studies can then only be approved provided that there is a place available for you on the programme.